

# Reading Guide

for DOE Order 5480.20A, *Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities*

---

## Objectives

---

After studying this order you should be able to:

- Identify its purpose and application;
- Define key terms;
- Distinguish between personnel responsibilities; and
- Describe the training and qualification requirements found in Chapter I of the order

These objectives will be tested by your ability to pass a quiz with a score of 15 out of 20 or better.

In addition, you should be able to discuss the following topics with your supervisor:

- The purpose of the order;
- The process by which DOE line management determines an appropriate level of coverage by a facility representative, including factors that may be considered to adjust the established level of coverage;
- The application of the order to facility representative and nuclear explosives safety programs;
- What constitutes acceptable contractor work performance in regard to this order; and
- Methods by which noncompliance with the order is determined and communicated to the contractor and DOE management.

These objectives will be tested and approved by your supervisor.

## Time

---

You will need roughly three hours to read the order, complete the reading guide, and take the quiz.

## Materials

---

This reading guide, a copy of the order, a highlighter, and pen.

## Certification

---

Contact your training coordinator for a copy of the quiz pertaining to this order. Upon passing the quiz, complete the attached certificate for your file.

Developed by the Oakland Operations Office, Training and Development Branch, in support of Technical Qualification Standards for Miscellaneous Orders and Regulations: Facility Representative, Competency 2.1; Nuclear Explosives Safety, Competency 2.6; and Environmental Management, Competency 4.8.

For additional copies, contact Margaret Smeaton at 510-637-1840.

# Reading Guide

---

As you read DOE Order 5480.20A, use the guide below to focus your thinking and to prepare for your discussion of this order with your supervisor. Taking the time to write your thoughts down will help you retain the information longer and make it more useful to you on the job. Be sure to write down questions as you read. Find a source—perhaps your supervisor—to answer them. You may also wish to highlight sections most pertinent to your job so that you can use the order as a job aid for future reference.

## Overview

---

*In your own words, state the:*

- a. Purpose of the order
  
- b. Applicability of the order

## Key Terms

---

What are the primary differences between Category A reactor facilities, Category B reactor facilities, and non-reactor facilities?

What is the difference between qualification and certification?

What elements must be included in a Training Implementation Matrix?

Make a list of key terms you wish to remember and their meanings.

## Responsibilities

---

Distinguish between the key responsibilities of the following DOE personnel and contractor personnel

DOE	Contractor
Secretarial Officer	Managers
Assistant Secretary for ES&H	Supervisors
Associate Deputy Secretary for Field Management	Technical Staff
Operations Manager	Operators

Make a list of your personal responsibilities as detailed in this order.

Make a list of your personal education, experience, and training requirements, if applicable.

Summarize the key requirements found in Chapter I.

What ramifications does this order have for the facilities representative program?

What ramifications does this order have for the nuclear explosives safety program?

What does this order say about what constitutes acceptable contractor work performance?

List any methods by which noncompliance is determined and communicated to the contractor and DOE management.

### Points of Interest

---

Note items you wish to discuss with your supervisor or that you want to remember for future reference.

# Certificate of Completion

---

Please complete the certificate below. Provide a copy to your personnel office to include in your file and keep the original for your own reference.

*I hereby confirm that I took the quiz for DOE Order 5480.20A, Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities and*

*( ) passed*

*( ) did not pass*

*with a score of 15 out of 20 or higher.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Accepted by Supervisor \_\_\_\_\_ Date \_\_\_\_\_

*I have discussed DOE Order 5480.20A, Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities, with and am confident that he/she has a familiarity-level knowledge of the order.*

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_